



**Town of Arlington, Massachusetts**  
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## Minutes 10/14/2010

Capital Planning Committee  
 Meeting Minutes  
 October 14, 2010

In attendance were:

Steve Andrew  
 Adam Chapdelaine  
 John FitzMaurice  
 Charles Foskett, Chairman  
 Steve Gilligan  
 Diane Johnson  
 Ruth Lewis  
 Anthony Lionetta  
 Barbara Thornton

\* Denotes those not in attendance

1. Meeting Opened: Steve Gilligan called the meeting to order. Adam Chapdelaine provided packets of information to CPC members. The packets included an Agenda, Draft Capital Plan, Draft Policy on Grant Funded projects, Sub-Committee Memorandum on Fire Department Requests, Statement on Facilities Maintenance Planning, and several additional Department Request forms. Also provided were the memoranda for the May 4, 2010 and September 16, 2010 Committee meetings. These memoranda were reviewed and the CPC voted to approve them.
2. High School Boiler: Funding for the emergency replacement of the High School Boiler was reviewed and discussed. This additional funding is required due to unforeseen conditions that have arisen as the boiler replacement has taken place. The proposal is to transfer/add unused balances from the SPED Space and Fox Library Boiler (totaling \$70,238) to the currently available amounts to provide an overall amount of \$286,431 for the replacement of boiler and related equipment/appurtenances. The Committee voted unanimously to approve these reassessments.
3. Capital Balances: Ruth Lewis provided a report on capital balances of prior year items. Adam Chapdelaine reported on balances reported to be available for "swinging" at this time. These include under:

• Library	FY10 Dehumidification	\$ 3,400
	FY10 Carpeting	\$ 6,000
	FY07 Slate Roof	\$ 5,457
	FY03 Re-pointing	\$ 3,000
• Planning	FY11 Gibbs M/E	\$ 5,050
	FY10 Gibbs Gym Flr.	\$ 8,900
	FY09 Copier	\$ 4,000
• Recreation	FY08 Thorndike Pkg.	\$ 2,000
• DPW	FY09 Bal Fox Library Boiler	\$ 4,000
	FY07 Cemetery Exp	\$20,000

In addition, the following balances were questioned by the CPC

- Schools

FY06 Peirce Field	\$54,024
FY06 Peirce Concession	\$12,890
FY04 Ottoson Deck	\$12,001
FY04 Design Services	\$ 9,000
FY95 Brackett Renov	\$ 3,294

Ruth Lewis and Diane Johnson will look into these School amounts and report back to the Committee why these amounts should not be swept from the Plan.

A motion was made by Steve Andrew that the CPC's position on unused balances should be that, unless the Department can provide bonafide reasons otherwise, balances from FY07 or prior years will be swept from the plan. Subcommittees should include this evaluation in their reviews with Departments. Motion was approved.

4. Stratton Annual Allocation: The approach to adjust for the \$150k allocation that was planned for last year will be made up by using \$50k from unused balances from prior years for Stratton Improvements in conjunction with a \$100k in under-run on the Phase 1 work at Stratton.

5. Report by Jon Cole: Jon Cole of the PBC provided the CPC with an update on building projects. All four projects (Central & Highland Fire Stations, the Public Safety Deck and Phase 1 of the Stratton School Project (later @ 90% complete) are under budget. The Deck's waterproofing will be tested on the next few days and results will be known by Monday. With positive test results, the surface of the deck will be completed.

6. Stratton School, Phase 2: Jon Cole requested that the funds planned for Stratton's Phase 2/3 improvements be approved at the Special Town meeting so that the construction contract can be bid, awarded and lead materials ordered (windows & boiler) such that the work can take place during the summer. The Capital Plan has \$1,015,000 for FY12, as well as \$545k for FY13. While the FY13 funds would not be spent until FY13, a portion needs to be authorized now so that the contract can be let for the reasons noted above.

The Committee voted to recommend that \$1,215,000 be approved by Special Town Meeting. Meanwhile, the contract will be advertised and actual bids received prior to Town Meeting so that, if further shifting is needed, it can be proposed at Town Meeting. The \$150K allocation plus \$1,215K would provide \$1,415 with a remaining \$345k left in FY 2013. Jon will check on the approach.

There was discussion about holding off on Phase 2/3 for another year. However, this is not viewed as prudent given the disruption to the School, on going higher operating costs due to the current boiler and window situation and, perhaps more importantly, the favorable bidding climate as evidence by the under budget status of the four ongoing building projects.

7. Safety Building Project: Jon Cole reported that investigations into water intrusion into the building were recently conducted. Hard copies of the draft report were provided. (Electronic version was requested by the CPC.) With 75% of the building tests assessed, findings are that there are deteriorating conditions with the gaskets of the glass gable. Also, it was found that flashing was not installed at the ribbon windows. This lack of flashing is allowing water to enter into the wall space. Costs for repair are being developed. Charlie Foskett requested that Jon Cole provide this cost info to the CPC as soon as it is ready so it can be considered with the other requests submitted for this year's deliberations. (say in Two weeks)

8. Thompson School Discussion: Jon Cole and Tony Lionetta provided a brief report on the progress of the Thompson School. Key issues are the cost associated with temporary housing for students, cost of the early education component and the location of the school. ( existing site or on the field )

9. Draft Policy on Grant Funded projects: This will be voted on at the next meeting. CPC is looking for advanced knowledge on projects that involve outside funding.

10. Updated Meeting Schedule: The next meeting is scheduled for November 4, 2010 at 5PM.

11. Adjournment: Meeting adjourned.